



U.S. Department of Energy



Office of Small and Disadvantaged Business Utilization



7TH ANNUAL SMALL BUSINESS CONFERENCE

THE WASHINGTON STATE
CONVENTION AND TRADE CENTER



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How Do I get a Contract With DOE?

***Answer:* Become a solution for a DOE requirement.**

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HOW TO GET A CONTRACT WITH DOE

- Getting Started – The Basics
- Analyze the Former RFP That Resulted in the Current Contract.
- Meeting with Requirements Personnel
- Proposal Preparation
- Final Tips

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GETTING STARTED – THE BASICS

- Must be registered with the Central Contractor Register (CCR); www.ccr.gov
- E-mail your company name and DUNS Number to small.business@hq.doe.gov -- OSDBU internal database.
- Go to DOE's e-Center; <http://e-center.doe.gov> or go to www.energy.gov and search for e-center

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GETTING STARTED – THE BASICS

- Register on Industry Interactive Procurement System (IIPS) for procurement acquisitions > \$100,000 and for financial assistance – grants and cooperative agreements.
- Register for small purchases < \$100,000.
- Browse Current Opportunities
- Go to “Other Business Opportunities” and click “Small Business Opportunities” -- takes you DOE’s Forecast of Prime and Subcontracting Opportunities through FY 2008.

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GETTING STARTED – THE BASICS

- Peruse through the forecast – cross referenced by NAICS codes, State or area of opportunity, program element, contracting activity, solicitation method, release quarter, and award quarter.
- If you're having trouble figuring out NAICS codes, go to https://eweb1.sba.gov/naics/dsp_naicssearch2.cfm.
- Check out “Professionals Home Page” -- The total information page about DOE procurement and all departmental regulations.

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GETTING STARTED – THE BASICS

- Find a SB set-aside requirement on the forecast you believe you can fulfill.
- Go to the point of contact of that requirement and ask questions.
- As a large majority of requirements are recompetes, utilize companies that collect contract data.
- Allow yourself ample time to plan for the requirement.

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ANALYZE THE FORMER RFP THAT RESULTED IN THE CURRENT CONTRACT

- Build your capability statement on the SOW.
- Check the Key Personnel Résumés. Do you have the bench strength? Do you need to team with another firm?
- Check how the former RFP was evaluated.
- Do a site visit, if possible.

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MEETING WITH REQUIREMENTS PERSONNEL

- Prepare your capability statement based on your analysis of the requirement.
- Call OSDBU and request a meeting with the program element
- This is probably your only chance to shine. Make sure you demonstrate how you could perform the requirement better and in a more cost-efficient manner.
- Do a site visit if possible
- Taylor your capability statement or brochure to a specific requirement. This can be done with a PowerPoint presentation. Make sure your presentation is pleasing to the eye and easy to follow. Do not use a broad spectrum brochure.

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MEETING WITH REQUIREMENTS PERSONNEL

- Remember, that support services to DOE is like aircraft to the Air Force. Support services are DOE's bread and butter.
- If your company is newly formed, then focus on the experience of your direct labor.
- If you do not have some of the key personnel on staff, demonstrate how easy it would be to acquire them. Maybe promissory agreements to work for you if you win contract.
- If requirement has "Q" clearance requirements, go to <http://www.directives.doe.gov> or <http://www.ssa.doe.gov>. In particular check out all DOE Orders associated with security.
- Lastly, mention to the program person that an award to your firm will also help the program element meet its SDVOSB goal.

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MEETING WITH REQUIREMENTS PERSONNEL

- Accessibility is key. Since procurement offices are overworked and understaffed, program personnel instruct contracting officers to go to GSA schedules.
- The advantages to program offices is that procurement lead-time is reduced by 66%, and the risk of protest is significantly reduced.

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PROPOSAL PREPARATION

- Your proposal in response to a solicitation is the level playing field.
- You must answer all of the questions in a clear and convincing manner. Never assume that proposal raters will substitute your work experience for answers to questions.
- If you have never prepared a proposal in response to a government solicitation, you should consider hiring a proposal preparation consultant.

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FINAL TIPS

- Maintain a professional attitude at all times.
- Neither the Veterans Benefit Act of 2003 or Executive Order 13360 entitle you to a contract. The Government may reserve a procurement exclusively for the participation of SDVOSB firms if the “Rule of 2” applies.
- Also, the Government may award on a sole source basis if after first considering competition, there is only one responsible SDVOSB firm and requirement does not exceed \$3 million, \$5 million for manufacturing.
- The bottom line is that you must demonstrate that you can fulfill the requirement.

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FINAL TIPS

- The buck does not stop at the OSDBU – It's the beginning.
- Approximately 65% of the recompeted procurements are won by the incumbent.
- Go after requirements one at a time.
- Don't give up. In FY 2005, the DOE obligated approximately \$4.8 billion to SB concerns at the prime and subcontracting level, and \$93 million to SDVOSB concerns at the prime and subcontracting level.

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